Cover Letter

Dear **NONVIKAN KARL-AUGUSTT ALAHASSA,**

You have applied for a Michigan **School Counselor License,** Application Number: **545331.**

Following is an all-inclusive list of items for this application type. **Some items may not apply to you.**

Please note:

- Your application will not be evaluated until all documents are received and the **non-refundable** fee is paid.
- Print this page and mail or email it with the documents you are submitting on your own behalf to the address below.
- Please do not staple or paperclip your documents. Unrequested documents will be destroyed.
- Transcripts submitted directly from your college/university do not require a cover letter.

PLEASE CHECK THE DOCUMENTS YOU ARE SUBMITTING WITHIN EACH SECTION BELOW.

OFFICIAL TRANSCRIPTS
If you completed a school counselor certification program outside of Michigan, you must provide:
☐ Official transcripts from all colleges and universities attended; specifically, those applicable to your application

Transcript must document one of the following:

- An earned bachelor's degree and completion of a master's degree earned from an approved school counselor education program;
  or
- Completion of an earned bachelor's degree. (This option requires a valid school counselor certificate/license, plus experience - see below).

NOTE:

- Official transcripts cannot be copied or printed from a website or email.
- Paper transcripts, sent from the college/university, can be opened, but cannot be photocopied or emailed by you.
- Electronic transcripts must be sent directly from the college/university to MDE-EducatorHelp@michigan.gov or they will not be considered official.

OUT-OF-STATE CERTIFICATE
If you are applying based upon an earned bachelor's degree and experience you must provide:
☐ A copy of your valid/current out-of-state school counselor certificate/license

SCHOOL COUNSELOR – WORK EXPERIENCE
If you are applying based upon a bachelor's degree and experience you must provide:
☐ The School Counselor Work Experience form (available through MOECS in the left navigation tab titled "Forms").

- Form must be completed and signed by your school/district; including checking the appropriate "successful" or "unsuccessful" box.
- Form must verify at least 5 years of successful school counseling experience, earned since your out-of-state School Counselor Certificate was issued, and within 7 years immediately preceding submission of this application.

PAYMENT:

- Pay your fee online using the "Pay Fee" link provided on your home screen in your MOECS account.
- Do not mail payment. Checks cannot be accepted and will be returned.

All documents must be sent to MDE, including this cover letter. Include your application number.
Transcripts must be emailed directly from the college/university using their service or sent by mail.

Email to:
MDE-EducatorHelp@michigan.gov

Mail to:
MICHIGAN DEPARTMENT OF EDUCATION
OFFICE OF EDUCATOR EXCELLENCE
P.O. BOX 30008
LANSING, MICHIGAN 48909